

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Supplementary Data on Users of the PSS Professional Test Battery in CIA

FROM: <input type="text"/> Ph.D. STAT Chief, Psychological Services Staff Office of Medical Services, 706, CofC	EXTENSION <input type="text"/>	NO. <input type="text"/>	DATE 30 December 1980
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ADDA 7D-18, Headquarters	1-2-81	H	1-3 Let's talk about this
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30 December 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]
Chief, Psychological Services Staff
Office of Medical Services

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REFERENCE: Memo from C/PSS to DDA on Same Subject Dated 30 October 1980

1. The purpose of this memorandum is to provide you supplementary data which should put in better perspective the information presented earlier in the referenced memorandum on current Agency use of the PSS Professional Test Battery (PTB). Presented in Tables 1 through 5 for each office in DDA, DDO, NFAC, DDS&T, and the DCI Area, respectively, is the following information:

- A. The average on-duty professional strength for FY 79 and 80.
- B. The total number of new EODs in FY 79 and 80.
- C. The total number of professional reassignments in FY 79 and 80. This figure includes professionals reassigned within an office as well as on-board professionals acquired from other offices.
- D. The total number of on-board employees converted to professional status in FY 79 and 80.
- E. The total number of professional acquisitions in FY 79 and 80 (i.e., the sum of B, C, and D).
- F. The total number of test reports based on the PTB received from PSS in FY 79 and 80.

The test report data shown in the present tables were taken from the bottom row of Tables 1 through 5 in the referenced memorandum. All other data contained in the present tables were provided by the Information Analysis Branch/Information Division/OPPP&M.

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3. The category of professional acquisition most difficult to evaluate is that of professionals reassigned. This category includes professionals reassigned within an office as well as professionals acquired from other offices. Since we are dealing with on-board employees with measurable track records, there is little reason to expect a large volume of requests for test reports on persons falling in this category, especially persons merely reassigned from one job to another job in the same office. Consequently, we write comparatively few DAT and PETB reports on persons in this category although there are many known exceptions.

4. The third category of professional acquisition is that of conversion from clerical or other non-professional status to professional status. We write DAT or PETB test reports on a substantial number of on-board employees falling in this category. These test

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reports aid management in identifying and selecting employees for
conversion to professional status.

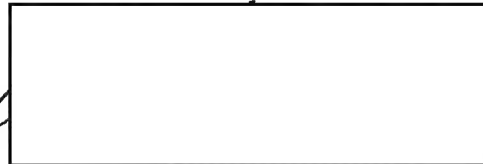
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5. Based on the data presented here and in the referenced memorandum, we believe that the PTB is currently administered to a substantial majority of applicants for Agency professional employment. If it is considered desirable to establish a uniform policy on the testing of applicants, we believe that the policy most consistent with present practice is to have all applicants for Agency professional employment take the PTB as part of their initial screening and processing. Similarly, it appears that we test and write reports on a majority of non-professional Agency employees considered for conversion to professional status. If a uniform policy on the testing of employees under consideration for conversion to professional status is considered desirable, we believe that all persons in this category should be tested. In the case of both new applicants and candidates for conversion to professional status, managers will typically have some question concerning the individual's general suitability for the projected job assignment; general suitability for employment can be determined in most instances through the use of psychological tests, such as those contained in the PTB. As far as the remaining category, that of reassigned professionals, is concerned, we do not favor the establishment of uniform testing policies. We believe that the individual's job performance history is sufficient in most instances to determine suitability for professional reassignment, but managers should retain the option of being able to utilize psychological test data if the demands of the proposed assignment are different from those of previous job assignments. Professional

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reassignment to a job setting involving unusual work demands or job stress represents a case where psychological test input could well determine future success or failure. Hence, we believe that the decision to use or not use psychological testing in professional reassignment cases should be left to the discretion of the individual manager, as is current Agency practice.



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cc: D/MS

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